



## *COMMONWEALTH of VIRGINIA*

Department of  
Mental Health, Mental Retardation and Substance Abuse  
Services

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### MEMORANDUM

**TO:** CSB and BHA Executive Directors

**FROM:** Joy Yeh, CPA, Ph.D., Assistant Commissioner, Financial Administration

**DATE:** March 28, 2003

**SUBJECTS:** **Revenue Maximization Ideas**  
**DMHMRSAS FY 2002 Annual Financial Report**  
**CSB Fraud Reporting (Mar 2003 Revision)**  
**Technical Bulletin 2003-01 (Fuel Tax Refunds)**

#### **Revenue Maximization Ideas (Checklist)**

The Office of Financial Reporting and Compliance (Director, Ken Gunn) has compiled a list of possible revenue maximization ideas for your consideration. These ideas have been compiled from revenue maximization practices in effect at some CSBs. You can complete the checklist on the following page to evaluate your current practices.

#### **FY 2002 DMHMRSAS Annual Financial Report**

The Department has published its FY 2002 Annual Financial Report on the Office's web site. The web site for this report is [www.dmhmrzas.state.va.us](http://www.dmhmrzas.state.va.us) (see Publications under Office of Financial Reporting and Compliance). If you desire a personal copy of this report, please contact Ken Gunn.

#### **Minor Change in Fraud Reporting Procedure (March 2003 Revision)- Attached**

Recently, DMHMRSAS had been advised by the Auditor of Public Accounts (APA), to notify CSBs that it is no longer necessary to contact the APA when complying with Code Section 30.138 concerning reporting of actual or suspected fraudulent activities at a CSB. Instead, CSBs are requested to notify the DMHMRSAS Internal Audit Director. Chapter 4 –Internal Control, Fraud Reporting, and Financial Review Process of the "Financial Management Standards Guide for CSBs" has also been revised to reflect these changes. This guide is available on the Office's web site and is updated.

#### **Technical Bulletin 2003-01 (Fuel Tax Refunds)-Attached**

This technical bulletin explains how to apply for refunds of federal and state excise taxes on gasoline that are 35.9 cents per gallon.

cc: CSB Finance Directors (emailed)  
James S. Reinhard, M.D.

Anthony Gintout

Ken Gunn

**Memo to:** CSB and BHA Executive Directors  
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#	REVENUE MAXIMIZATION CSB Self-Evaluation	Response (Yes or No)
1	Does the CSB attempt to collect the full pay-as-you go fee for SA Treatment Groups?  (Note: Most CSBs collect these fees, but on a sporadic basis. Stepped up collection efforts may yield additional fees in the ten's of thousands)	
2	Does the CSB charge the maximum organizational representative payee fee as allowed by the Social Security Administration?  (Note: This is normally the lower of 10% of a client's monthly income or \$30 per month. The fee is higher for SA clients. You must have SSA approval to collect these fees. These additional fees can be substantial.)	
3	Does the CSB participate in the USDA Adult Day Care food program normally for lunches at the Psychosocial Clubhouse?  (Note: Approximately only ten CSBs are currently participating. The additional federal revenues may pay for the entire cost of your lunches each month. Additional Revenues may be in the ten's of thousands)	
4	Does the CSB invest in the LGIP (Local Govt Investment Pool)?  (Note: A recent LGIP rate was paying 1.38% on invested funds. This is higher than most institutional money funds and the 91-day T-Bill. You have quick access to funds. Funds may be transferred within one business day)	
5	Has the CSB discussed cooperative fuel purchasing arrangements with its local Governments?  (Note: This is often the lowest cost method for CSBs. Savings could range as much as \$.40 per gallon. An additional benefit is that there is no need to apply for federal and state fuel tax refunds.)	
6	For gas card purchases, is the CSB receiving refunds for federal and state fuel taxes? (see Technical Bulletin 2003-01 on the Office's web site)	
7	Has the CSB evaluated utility accounts to ensure that the appropriate taxes have been exempted? (Most but not all taxes are exempt) If exempt taxes have been paid, the CSB may be able to receive refunds for the past three years.	
8	Has the CSB received government rates on electric power service?	
9	Is the CSB using state contracts for telecommunications services?	
10	Has the CSB refinanced older debt? (Interest rates are at the lowest in years)	

If you need additional assistance from DMHMRSAS concerning any of these issues, please contact Ken Gunn at (804) 786-1555 (email- [kgunn@dmhmrsas.state.va.us](mailto:kgunn@dmhmrsas.state.va.us)).